

Accounting Position:

Job Summary: Plan, coordinate and apply principals of accounting to analyze financial information and aid in the preparation of financials reports. Compile and analyze financial information to prepare entries to account such as Accounts Receivable, Payroll, and General Ledger.

Duties and Responsibilities

- Analyzes records of financial transactions to determine accuracy and completeness of entries.
- Maintain the general ledger and all books or original entries to create financial reports.
- Report on the financial status of SABC to Accounting Manager and review operations to ascertain accounting needs.
- Assist Accounting Manager in maintaining chart of accounts and assigning entries to proper accounts.
- Assist in appraising, evaluating, and inventorying real property and equipment, and recording descriptions, values, locations and any other related information.
- Assisting in maintaining and coordinating the implementation of accounting control procedures.
- Assist in resolving accounting discrepancies.
- Other duties as assigned.

Knowledge and Skill Requirements

1. Knowledge of finance, accounting, budgeting, and cost control principles including General Accepted Accounting Principles
Knowledge of financial and accounting software applications
Knowledge of federal and state financial regulations
Ability to analyze financial data and prepare financial reports, statements, and projections
2. Well organized, detail-oriented and an efficient multi-tasker

Education Requirements

- Degree from an accredited four-year college or university in Accounting, Finance, or a related field.
- Three to five more years of professional related experience in budgeting, accounting, and or auditing.

Attendance :

- On-Site & Part Time

Sixth Avenue Baptist Church

Employee Information

Personal Information

Full Name: _____

Last

First

M.I.

Address: _____

Street Address

Apartment/U
nit #

City

State

ZIP Code

Home Phone: _____ Alternate
Phone: _____

Email _____

SSN or Gov't
ID: _____

Birth Date: _____ Marital
Status: _____

Spouse's
Name: _____

Spouse's
Employer: _____ Spouse's
Phone: _____ Work

Recent Job Information

Title: _____ Employee ID: _____
Department _____

Supervisor: _____ :

Work _____

Location: _____ Email: _____

Work Phone: _____ Cell Phone: _____

Start Date: _____ Salary: \$ _____

Emergency Contact Information

Full Name: _____

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Primary
Phone:

Alternate
Phone:

Relationship: